

[Your Name]
[Your Job Title]
[Your Department]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Job Title]
[Manager's Department]
[Company Name]

Dear [Manager's Name],

Subject: Request for Approval of Outside Employment

I hope this message finds you well. I am writing to formally request approval to engage in outside employment while continuing my role at [Company Name].

The nature of the outside employment is [briefly describe the job or role, including the company's name and nature of work]. I believe that this opportunity will not interfere with my responsibilities and performance at [Company Name], as it [explain how it fits into your current schedule or does not conflict with your work].

I am committed to maintaining the high standards of my work and ensuring that my primary responsibilities are not compromised. I assure you that I will continue to meet all deadlines and performance expectations in my current position.

If you require any further information or would like to discuss this request in detail, please feel free to reach out to me.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]